

Release of Information (ROI) Consent Forms Completion Process for Community Partner Organizations

A. Preparation:

- a. Ensure staff have access to your program's ROI Consent Form
 - i. Forms are provided annually by the Community Partnership Team
- b. Communicate the process with your program staff and participating families
- c. Assign program staff to check, submit, and document ROI submissions
- d. Assign program staff to follow up on ROIs that could not be verified

B. Before submission, remove ROIs that:

- a. Are duplicates
 - i. Avoid duplication by maintaining own database of submitted and verified ROIs
 - ii. *If using CitySpan, check CitySpan to determine if an active ROI is on file*
- b. Are not signed by the parent/legal guardian
 - i. Stepparents, students' emergency contacts, foster parents, and grandparents without educational rights are ineligible to sign
 - ii. Updated guardianship paperwork should be submitted to school secretary
- c. Are not for the current year. Past ROIs are void on August 1
- d. Are incomplete or illegible. Legal names of both student and parent/legal guardian are required
- e. Have more than one student listed. Only one student per form
- f. Have been edited or manipulated

C. Processing:

- a. Completed ROIs should be sent to Community Partnership Team at service.providers@ops.org
- b. Wet ink signatures are required. *If form is signed electronically, we may be able to make an exception. Program must provide the original email chain with the parent/legal guardian email address that matches what we have in student's record or if signed with DocuSign or similar program the Certificate of Completion is required*
- c. Community Partnership Team will communicate if the ROI is verified
 - i. If unable to verify:
 - 1. Community Partnership Team will provide explanation
 - 2. Community Partner Organization is responsible for obtaining new ROI and/or communicating additional steps to students and parent/legal guardians
- d. Community Partner Organization is responsible for informing the Community Partnership Team of any students no longer being active in the program